DOCUMENT RESUME

ED 149 830 JC 780 112

TITLE	Bergen Community College Adult Learning Center Study.
INSTITUTION	Bergen Community Coll., Paramus, N.J.
PUB DATE	14 Dec 77
NOTE	62p.
EDRS PRICE	MF-$0.83 HC-$3.50 Plus Postage.
DESCRIPTORS	Adult Basic Education; Adult Education; *Adult Education Programs; Community Colleges; *Community Service Programs; Demography; Educational Objectives; Financial Support; *Junior Colleges; *Outreach Programs; Program Content; *Program Descriptions; Program Development; Program Planning; Student Characteristics

ABSTRACT

The report describes the Bergen Community College Adult Learning Center, a part of the college's community service program which has served approximately 15,000 individuals since 1970. Section one discusses the history and development of the Center, section two examines the legal basis of the Center's operation, and section three presents its mission, goals, and objectives, which include providing counseling and educational services for adults over the age of sixteen who are not enrolled in a formal secondary educational institution. Section four examines the target population demographically, characteristics of enrollees, and their academic achievements. Section five describes the various programs currently offered (adult basic education, high school equivalency (GED), flexible GED testing, English as a second language, life skills employability, career planning, Comprehensive Employment Training Act (CETA), client assessment, and the community counseling service), proposed plans for the development of a series of Centers, and proposed plans for a comprehensive community outreach program. Section six examines present and potential facilities. Section seven discusses sources of current and future funding. Appended material lists funding sources since 1970, advisory council members, and various institutions working with the Center. (LH)

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BERGEN COMMUNITY COLLEGE

ADULT LEARNING CENTER

STUDY

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December 14, 1977

BERGEN COMMUNITY COLLEGE

ADULT LEARNING CENTER

STUDY

SUMMARY

A Study for the Bergen Community College Adult Learning Center was prepared at the request of the President for submission to the Board of Trustees.

Following a brief introduction and overview section, the Study report contains the following sections:

1 - Brief history of the Adult Learning Center.

2 - Discussion of the legal bases for the Center's existence.

3 - Restatement and clarification of the Center's objectives, goals, and mission.

4 - Demographic characteristics of the Bergen County population and sub-populations presently served or potentially to be served, evaluation of program effectiveness.

5 - Description of present, proposed and "ideal" programs.

6 - Description of present facilities, plans for their renovation and/or relocation, and expansion.

7 - Sources of current and future funding and alternative budgets.

8 - Summary

1 - History of the Bergen Community College Adult Learning Center

a. In an effort to deal with a national problem of individuals with limited basic reading, writing and computational skills, to meet manpower needs in an era of rapid technological change and to aid disadvantaged minorities, the Adult Basic Education Act and Manpower Training Programs and other related legislation and activities were implemented on federal, state and local levels. The Adult Learning Center, developed at the request of the New Jersey Department of Education, opened in March 1970.

2 - Legal Basis For the Bergen Community College Adult Learning Center

a. The Board of Trustees, under provisions of 18A: 64A-12 of the New Jersey statutes, paragraph K, has the power to accept grant funds. There is also direct funding authorization for community colleges to operate high school equivalency programs under 18A:50-12 High School Programs of Education for Adults; Application for Funding. The right of New Jersey community colleges to establish and operate such programs is further supported by a recent amendment to 18A: 64A-12 (Assembly Bill No. 3182).

3 - Mission, Goals, and objectives of the Bergen Community College Adult Learning Center

a - The basic intent of all the programs is to provide counseling and educational services for adults over the age of sixteen who are not enrolled in a formal secondary educational institution.

b - A system of learning is provided that encompasses basic reading, writing and math development, secondary education completion through the High School Equivalency Diploma, preparation for further study and specially tailored subject area programs. The focus of the programs is developmental —— to prepare students to obtain a high school equivalency diploma, to enter college, to qualify for job training opportunities, and/or to become employable in areas requiring functional academic skills.

A comprehensive counseling program is available, including educational counseling, and referral counseling to the network of human service agencies in Bergen County. Career counseling assists students to take full advantage of training and educational opportunities. A senior citizen outreach counseling program and special counseling for women returning to work and school are provided.

Intensive short-term programs designed to prepare students for entry level accounting, laboratory technology, retail business management, and hotel-restaurant management positions are currently being implemented and others.

4 - Demographic Information - Target Population

a - The target population of the Adult Learning Center is primarily any adult or out-of-school youth of Bergen County who has not completed his or her high school education.

b - In the United States, there were 54.3 million adults 16 years of age and older in 1970 who were not enrolled in school and who had not completed their high school education.

c - Data, also based on 1970 census counts, indicated a total New Jersey population 25 years and older of 4,049,278. The target populations were 1,320,865 (N.J.) and 211,109 (Bergen County).

d - Evidence was marshalled from a variety of sources including life expectancy data, population projections projected school enrollments and dropouts, to conclude that there will be large numbers of the original 1970 target population plus accretions of other individuals in the coming several decades.

e - With an average current daily attendance in FY 1977 of approximately 350, and services provided to approximately 15,000 individuals since 1970, the Center has "reached" about 7% of the potential target population.

f - Information was provided regarding the characteristics and achievement of the Center's students. Over 200 Center students can be expected to enroll in regular college courses and programs each year.

5 - Programs - Present and Proposed

a - Programs presently offered by the Center include: 1) Adult Basic Education; 2) High School Equivalency Program; 3) Flexible G.E.D. Test Site Program; 4) English As A Second Language; 5) Life Skills Employability Series; 6) Career Planning Decision Process Project; 7) CETA Training, and 8) Community Counseling Service.

b - A detailed statement of plans and objectives for the next three, five, and ten years is provided. These envision the eventual establishment by 1987 of five (5) strategically located comprehensive centers enrolling a minimum of 10,000 per year. The centers will be interconnected by bus transportation and computer link-ups. They will offer a variety of credit and noncredit programs.

6 - Facilities

a - The Adult Learning Center presently offers programs at the main building in Hackensack and in space provided by the Salvation Army in Mahwah.

b - Instructional and office space are severely lacking and the Hackensack building is critically in need of repairs and/or renovation. Some repairs must be made immediately.

c - The cost of putting the existing first floor space into proper condition is estimated at about $100,000; $250,000 to make the entire first floor usable; and another $300,000 to put the second floor into operational condition ____ an estimated total of $650,000.

d - The advantages of leasing a new site versus repairs/ renovation are discussed in the report.

e - The cost of establishing and operating five (5) comprehensive Centers will be dependent upon a number of factors related to timing, location, availability of low cost community-supported space, and existing rental rates, etc.

7 - Sources of Current and Future Funding

a - Since 1970, through October 1977, the Center has received operating funds totalling $2,668,690 from a variety of external grant sources; in FY 1977, $505,336.

b - The College has demonstrated a commitment to the Center by providing the same resources and services available to other College departments and offices. In addition, the Division of Community Services' operational budget supports the Center's Community Counseling Services. In each fiscal year, 1975 through 1978 the College has directly expended approximately $25,000 as matching salaries for grants plus the cost of a full-time Student Personnel Department counselor.

c - Though external grant funding appears promising for the immediate few years, it is recommended that the Center be reorganized and restructured and near total dependency upon grant sources be terminated.

d - Alternative funding possibilities deserving further consideration include tuition charges; incorporation of some currently offered services into the College Developmental Program which is state/county fundable; fund raising via a Foundation Structure; and funding under arrangements as an Accredited Evening High School.

e - The annual operating cost of operating the proposed five comprehensive outreach center facilities which would enroll a minimum of 10,000 individuals would be $2,000,000. Several lower cost student enrollment projections are also discussed.

BERGEN COMMUNITY COLLEGE

ADULT LEARNING CENTER

STUDY

INTRODUCTION AND OVERVIEW

At the request of Dr. Alban E. Reid, President of Bergen Community College, The Community Services Division, The Office of the Administrator of Facilities and Personnel Relations, and the Office of Institutional Research have prepared this Study for the consideration of the Board of Trustees.

The Adult Learning Center has been in existence for seven years. Many of its programmatic directions have been, seemingly, set and its patterns of interaction and relationship to the total College and community established. However, good managerial practice calls for a pause in daily activities periodically to:

1 - Assemble available demographic data, determine trends, and evaluate social and economic realities.

2 - Reaffirm and/or clarify the Adult Learning Center's goals and priorities, and interests.

3 - Assess programs and activities offered to date and to determine the extent to which these goals and priorities have been achieved. Develop plans for future programs.

4 - Inventory available or obtainable personnel, facilities, and fiscal resources.

5 - Explore alternate courses of action, weigh their implications, and make recommendations to the Board in light of facts, projections and applications of values.

6 - Provide for continuous monitoring and evaluation of approved programs upon the Board's adoption of a master plan.

The purpose of the present report is to provide relevant data and other information related to items 1-5 above. Step 6 (monitoring and evaluation) envisions the development of a computerized data bank and periodic in-depth analyses of operating data and other information.

The timeliness of this proposed Study is underscored by the coalescence of a number of factors, opportunities, and problems related to the present facility in Hackensack.

The Record, the owner of the building has offered to give the two-story building to the College. To this point, the College has occupied the facility rent free. The facility will require extensive repairs and renovations at the College's expense, some immediately. The total estimated cost will be about $650,000. Concurrently, concern has been expressed regarding the Center's continued dependence upon uncertain grant sources. Some questions have also been raised regarding whether the Center's objectives and future plans are in consonance with the College's overall mission.

There is the need for a careful consideration of all these interlocked factors that will lead to decisions regarding the direction of the Center's activities. The contents of the report that follows should, hopefully, assist the President and The Board in this important responsibility.

OBJECTIVES OF THE STUDY

The objectives of the Study are to provide the following:

1 - Brief history of the Adult Learning Center

2 - Discussion of the legal bases for the Center's existence.

3 - Restatement and clarification of the Center's objectives, goals, and mission.

4 - Demographic characteristics of the Bergen County population and sub-populations presently served or potentially to be served; evaluation of program effectiveness.

5 - Description of present, proposed and "ideal" programs.

6 - Description of present facilities, plans for their renovation and/or relocation, and expansion.

7 - Sources of current and future funding and alternative budgets.

8 - Summary

I. HISTORY AND DEVELOPMENT OF THE BERGEN COMMUNITY COLLEGE ADULT LEARNING CENTER

Historical Background

In the mid 60's, research revealed that the adult citizens of the United States were, on a whole, much less functional in terms of basic academic abilities than had been previously assumed. Vocational education efforts related to the War on Poverty were seriously hampered because significant percentages of their target populations could not read, write, use the English language, or perform simple arithmetic operations at a level expected of one who had completed an eighth grade education.

Born out of a nation's frustation with its efforts to meet its manpower needs during an era of rapid technological changes, and its efforts to aid minorities in their struggle with employment competition, the Adult Basic Education Act was passed. The act provided funding for basic education training of adults with the expectations of reduced welfare cost and increased national productivity.

Initially, the public school system was the delivery agent of the Adult Basic Education programs. Schools modified their day curricula and engaged their elementary teachers in their effort to educate adults on a part-time basis. By 1970, Manpower Training Programs, private organizations, universities and colleges, churches and community groups were all active in the effort to provide the educational experiences needed by adults who wished to improve the quality of their lives. Increasingly, there was recognition that

there were large numbers of both unemployed and employed individuals who must receive both basic education training and/or additional education if they were to meet the new and ever rising demands of the labor market of the present and future decades.

During this same period, New Jersey legislators took a leadership role and passed a variety of legislation including the Adult Literacy Act, Foreign Born Education Citizenship Act, and the High School Equivalency Program. The legislation made provisions for meeting the cost of the various programs developed.

Also by 1970, there emerged a general level of dissatisfaction with the Adult Basic Education efforts. Preliminary evaluations indicated that the primary target population was not being addressed and that the effectiveness of existing programs was far below the level expected. In New Jersey, several studies were commissioned to study the efforts within and outside of the local school districts. State agencies began to look for alternative delivery systems to the traditional once a week, ten week programs.

It was in this context that the Dean of Community Services, Bergen Community College, was asked by the State Department of Education to use her previous experience in adult education to design a model program which could result in the development of alternative programs throughout the state.

Originally, reflecting state regulations, the Adult Learning Center's demonstration projects had to be subcontracted through several local boards of education. The level of programming possible in a full-

time Adult Learning Center was viewed by these LEA's as more effective than that possible in single communities programs.

With the legislative change in 1972 which allowed community colleges to be funded directly by the Commissioner of Education, subcontract relationships were no longer necessary. This involvement was reinforced in 1976 when the state legislators included these programs among those fundable as noncredit programs.

The Bergen Community College Adult Learning Center's operations actually date earlier to March 16, 1970, its opening date. The Office of High School Equivalency of the New Jersey State Department of Education granted $63,000 to the College for the 1969-70 academic year to establish a Center at 295 Main Street, Hackensack, New Jersey. The building was provided by The Record, rent free, as a community service. In the ten months remaining of that year, 486 persons participated in its program; for the year 1976-77, the cumulative number had grown to approximately 15,000.

In section 4 of this report, detailed information will be provided regarding the great variety of current and proposed programs offered by the Center, the numbers of individuals served, and the potential target sub-populations.

2. LEGAL BASIS FOR THE BERGEN COMMUNITY COLLEGE ADULT LEARNING CENTER

The programs in operation at the Center are funded by a combination of state, federal and local funds. These funds are made available to the College through grants, sub-grants, contracts and direct categorical funding. Under the provisions of 18A:64A-12 of the New Jersey Statutes, paragraph (K), the Board of Trustees have the power to accept such funds.

18A:64-12(K)

> "To accept from any government or governmental department, agency or other public or private body or from any other sources, grants or contributions of money or property which the board may use for or in aid of any of its purposes;"

In addition to grants, sub-grants and services contracts which the Board of Trustees may accept for the implementation of a program, there is direct funding authorization for high school equivalency under 18A:50-12 High School Programs of Education for Adults; Applications for Funding.

> "School districts, county community colleges, county and state institutions may apply to the Commission of Education for funds to be used toward the establishment and operation of classes and programs of education for adults and out-of-school adults designed to provide such persons with the equivalent of a high school education." (18A:50-12)

The right of community colleges in New Jersey to establish and operate such programs is further supported by the recent amendment to 18A:64A-22 (Assembly Bill No. 3182). The amendment changes the rate of state support per equated full-time student and specifically states:

> "For the purpose of determining State aid, only those students enrolled in credit courses and remedial, developmental, General Education Development (GED)* and Adult Basic Education non-credit courses shall be included in calculating the number of equated full-time students."

*General Education Development (GED) is the formal term used to describe high school equivalency programs.

It is apparent that the legislators recognize community colleges as agents for the delivery of such services.

3. MISSION, GOALS, AND OBJECTIVES OF THE BERGEN COMMUNITY COLLEGE ADULT LEARNING CENTER

The Bergen Community College Adult Learning Center is made up of several component projects funded by the offices of the local, state and federal governments. Each project within the Center is designed to overlap and build upon another for the purpose of providing a series of learning experiences that can take most adults from their present level of academic ability to a college level program if that is the desired goal.

While each project may be funded through a different grantor, the basic intent for all the programs is to provide counseling and educational services for adults over the age of sixteen who are not enrolled in a formal secondary educational institution.

The Center provides a system of learning that encompasses basic reading, writing and math development, secondary education completion through the High School Equivalency Diploma, preparation for further study and specially tailored subject area programs.

The focus of the programs is developmental —— to prepare students to obtain a high school equivalency diploma, to enter college to qualify for job training opportunities, and/or to become employable in areas requiring functional academic skills.

A comprehensive counseling program is available, including educational counseling and referral counseling to the network of human service agencies in Bergen County. Career counseling within the

Career Planning Decision Project and the Life Skills employability series assist students acquire self-awareness, knowledge, career decision making ability, and behaviors needed to take full advantage of training and educational opportunities. A senior citizen outreach counseling program and special counseling for women returning to work and school are provided

Intensive short-term vocational training programs designed to prepare students for entry level accounting, laboratory technology, retail business management, and hotel-restaurant management positions are currently being implemented. Other vocational programs are being planned in close collaboration with the regular College academic programs.

In its implementation of these programs, the goals of the Center are to:

- Provide each adult student with a learning experience that will insure progress and success.
- Provide an environment that is based on the needs of adult learners and that will result in students becoming independent learners with increased self-confidence in their ability to achieve.
- Provide the necessary counseling support aimed at resolving problems that can handicap learning.
- Recognize that adults have a wide variety of experiences and talents and to utilize this knowledge in the learning process.
- Maintain an atomosphere of flexibility both in ideas and structure so that all adults can benefit from its services.

Since its inception, the administrators and staff of the Adult Learning Center have attempted to develop alternative programs for adult students who have not yet succeeded or who might not be able to succeed within more traditional school environments. They believe that these adults can achieve more effectively in programs that stress mutual planning and discussion. Individualization of learning has been the hallmark of the Center. Constrictive programs, which can by their nature inhibit the Center's clientele, have been avoided and delivery systems and schedules have been created to insure maximum accessibility and flexibility for the residents of Bergen County. Adults may at any level of ability or achievement enroll at any time and progress from where they are to the achievement of their goals. While instructors are always available to assist students, the use of programmed materials permit students to work at their own speed. Regular voluntary group sessions are offered at various times during the day to supplement the individualized programmed instruction. Students are afforded an opportunity to become more involved in their studies and to interact with fellow students.

Relationship Of The Mission Of The Adult Learning Center To The Mission Of Bergen Community College

The mission of Bergen Community College has been stated to be to:

- Make two-year college education available to all members of the community.
- Provide full and part-time students, regardless of age, race, or sex with diversified programs to satisfy a variety of educational, personal, and vocational goals.

- Offer programs of academic, vocational, and personal counseling to help students achieve academic success, self-realization, personal fulfillment, and satisfactory social integration.

- Use the resources of the institution to meet the changing needs of the community .

- Encourage all students to assume active and informed citizenship.

The mission of the Bergen Community College Adult Learning Center is essentially to:

- Provide a point of re-entry for adults who have not achieved academic success and who have not been able to participate fully in the regular programs of the College, but wish to do so.

- Provide a nontraditional and flexible learning environment which allows adults to learn about the alternatives available to them and to prepare them to use such services.

- Enable otherwise disfranchised adults to make use of a world of social programs aimed at satisfactory social integration.

- Assist in meeting the changing needs of the community.

The operation of the Center appears to be well within the mission of the College and through its operations it helps the College meet its primary objectives.

4. DEMOGRAPHIC INFORMATION - TARGET POPULATION CHARACTERISTICS AND ACHIEVEMENT OF ENRROLLEES

The target population of the Adult Learning Center is any adult or out-of-school youth in Bergen County who has not completed his or her high school education. In order to provide the reader with a broader perspective, demographic data and other information are provided in this section regarding this target population in the United States, New Jersey, and Bergen County. Information is then provided regarding the characteristics of the clientele served by the Center and the effectiveness of the programs.

United States

In the United States, according to the National Advisory Council on Adult Education, there were 54.3 million adults 16 years of age and older in 1970 who were not enrolled in school and who had not completed their high school education. This TARGET POPULATION, one half of which was in the nation's labor force, composed about one fourth of the total population of the United States.

New Jersey and Bergen County

The National Advisory Council has provided additional relevant information also based on 1970 census counts regarding the New Jersey target population of individuals 16 years of age and older who were not enrolled in school and who had not completed high school. These 2,073,023 individuals represented 28.9% of the total New Jersey population of 7,168,143.

A target sub-population of 147,525 individuals 16-24 years represented 15.0% of the total number of 978,758 individuals 16-24 years of age and 2.0% of the total New Jersey population of 7,168,143.

Among 4,056,606 persons 25 years and older, there were 1,925,498 persons (47.4%) with less than completion of high school.

The New Jersey Department of Education, Bureau of Adult, Continuing, Community Education has also compiled data regarding the educational achievement of New Jersey and Bergen County adults 25 years of age or older. These data, also based on 1970 census counts, indicated a total New Jersey population 25 years and older of 4,049,278 a figure slightly lower by 7,328 than the 4,056,606 cited above by the National Advisory Council.

TARGET POPULATION - NEW JERSEY AND BERGEN COUNTY

Academic Achievement	New Jersey		Bergen County	
	No.	% of Total	No.	% of Total
Never attended school	66,337	1.6	7,127	1.3
Completed 1-7 years of schooling	538,315	13.3	48,759	9.2
Completed less than 8 years of schooling	604,652	14.9	55,886	10.6
Completed 8-11 years of schooling	1,320,865	32.6	155,223	29.3
Did not complete high school	1,925,517	47.6	211,109	39.9
Completed high school	2,123,761	52.4	318,509	60.1
Total Adult Population 25 years of age or older	4,049,278	100.0	529,618	100.0

The above data provide rather reliable benchmarks of the numbers of individuals 16 and/or 25 years or older in the target population as of 1970. Unfortunately, reliable direct estimates or projections of the numbers in the coming decade and beyond could not be located. However, evidence marshalled from a variety of sources other than the 1970 census substantiates the conclusion that there will continue to be large numbers of the original 1970 target population plus accretions of other individuals in the coming years. This evidence was derived from projected school enrollments and dropout data, birth and death rates, life expectancy data, and projected Bergen County population growth.

According to the National Center For Health Statistics, as of 1974, life expectancies for the two ends of the target population age range were:

LIFE EXPECTANCIES IN YEARS, IN THE UNITED STATES

		White		Black & Other	
Age in 1974	Total	Male	Female	Male	Female
16 years and over	57.7	54.7	62.0	49.3	57.4
25 years and over	49.3	46.5	53.3	41.5	48.8
65 years and over	5.7	4.9	6.0	6.7	7.8

Data supplied by the National Clearinghouse on Aging, U. S. Department of Health, Education and Welfare estimated that the population of individuals 60+ and 65+ in 1976 were only 16.3% and 10.5%, respectively, of the total Bergen County population, while the 16 and over population included nearly three-fourths of the total County population. Thus,

with the "trade-offs" in deaths and births favorable, the County population is expected to show increases through 2010. Other factors such as in-migration are expected to contribute to this growth. All sources cited by the Bergen County Planning Board in their 1977 Planner's Data Book project increases every five years. These include the Board's own projection, Water and Sewer Facilities Reports, the New Jersey Department of Labor and Industry, the Port Authority of New York and New Jersey, the Tri-State Regional Planning Commission and the Regional Plan Association. The range of these projections for each five-year interval are provided in the table below:

Bergen County Population

Date	Range of Population Projections
1975	910,865 - 1,050,000
1980	914,965 - 1,082,000
1985	932,600 - 1,200,000
1990	944,330 - 1,246,000
1995	956,050 - 1,353,000
2000	967,770 - 1,500,000
2005	N/A - N/A
2010	991,215 - 1,448,820

Another source of related data are public school enrollments and drop-outs. Dropouts, at any grade, can be considered to be part of the potential target population.

According to the Office of Management Information, New Jersey Department of Education, the dropout rate in New Jersey in 1974-75 for all grades

was 1.4%; for Bergen County it was 0.8%. Data for New Jersey in 1975-76 and 1976-77 were not available. In Bergen County the 1976-77 dropout rate, according to information supplied by the County Superintendent's Office, was 0.9%. In terms of actual numbers, there were 20,211 dropouts for all grades, and 1,340 from grades 9 to 12.

The major point being made here is that every year Bergen County public schools will lose sizeable numbers of individuals for whom additional training and education are indicated. Also, the above discussion did not take into account attrition in the non-public schools whose enrollment of 28,855 in 1974-75 was 2% of the 1,466,956 students enrolled in public schools.

Conservatively, it can be estimated that each year between 1976-77 and 1986-87, the public and private schools will lose 1,000 or more students from the upper grades 10-12. Nearly all of these students will be 16 years of age or older. This estimated level of attrition is projected despite an anticipated projected drop in public school enrollments of 23.8% ___ from 1,421,348 in 1976-77 to 1,082,000 in 1986-87. These 10-12th graders (and other dropouts from the lower grades) will eventually join the surviving members of the original group of 211,109 adults age 25 and over who had not completed high school in 1970.

C. Numbers and Characteristics of Clientele Served By The Adult Learning Center - Evaluation of Programs

Numbers of Clientele Served

During the period from March 16, 1970 to June 30, 1977, the Center responded to 14,306 inquiries, administered 12,493 pre-tests (California test of Adult Basic Education), enrolled 10,171 adults ——— servicing a total of 15,436 individuals. The table below provides comparative data for individual fiscal years 1976 and 1977 for the various programs:

	FY 1976	FY 1977	% Change
Total Inquiries	2531	3400	34.3
Adults Enrolled in Programs			
1) High School Equivalency	805	835	3.7
2) Spanish High School Equivalency	190	162	-14.7
3) Adult Basic Education	220	401	82.3
4) English As a Second Language	211	430	103.8
5) Work Incentive Program	31	45	45.6
6) Comprehensive Employment Training Act*	349	494	41.5
7) Specific Skills Remediation (CETA)	20	79	295.0
8) Skills Refresher	8	0	-
9) In School Referral	4	3	-25.0
10) Non-Students	5	2	-60.0
11) Skill Remediation	0	0	-
12) Life Skills Education	64	238	271.9
13) Project Transition	167	34	-79.6
14) Pre-General Educational Development	280	59	-78.9
Total Adults Enrolled in Programs	2354	2782	18.2

*917 and 1253 additional individuals were assessed in FY 1976 and 1977, respectively, under the Comprehensive Employment Training Act.

The table above indicates that in FY 1977 the Center handled over 3,400 inquiries, enrolled 2,782 adults, and assessed the employability potential of 1,253 individuals referred under CETA. The workload of inquiries increased 34.3% and enrollments increased 18.2% in FY 1977 over FY 1976.

The educational services provided in FY 1977 were weighted at 436.15 FTE's which represents about 8% of the total number of FTE's produced by the College. In addition, 1,715 adults sat for the GED state examination offered at the Center.

The average daily attendance at the Center in FY 1977 was 350 with peak days reaching 407 students. Another 65 to 75 persons visit the Center each day for short-term counseling and/or information.

The target population in Bergen County has been estimated at over 200,000. The number of persons served in some capacity by the Center in FY 1977 was 7,000 individuals. It can be concluded that the Center "reached" only about 3% of the target population. If the total number of individuals served since 1970 was about 15,000 crude computation suggests that the Center has reached no more than about 7% of the potential population during the past seven (7) years.

Characteristics of the Center's Enrollees

During the most recent fiscal year 1977, about 60% of the enrollees were female and 40% male. Their ages ranged from 16 to over 80 years with a median age of 23.3 years. The median grade in school was 10 and their previous education experience ranged from the second grade to postsecondary education outside the United States. Less than 2% were veterans. About 63% were unemployed. Their reading levels ranged from below the sixth to above the eleventh grade.

Students have learned about the Center from a wide variety of sources and many are referred to the Center by community social welfare agencies and educational institutions. The largest numbers have come from Hackensack, but many come from other Bergen County municipalities and some from as far as Hudson County, Rockland County, and the Bronx.

Achievement of Center Clientele

The Center has collected considerable data regarding the performance of it students, and future plans call for more comprehensive and analytical data collection and evaluation. Note can be made here of the findings of earlier studies that indicated that almost 60% of the adults who complete educational programs at the Adult Learning Center continue in post secondary education or training.

A more current study of students enrolled in Bergen Community College revealed that during the period March 1970 to September 1977, 1,434 Adult Learning Center completors enrolled in the College. This

represents nearly 10% of all Adult Learning Center students.

The study completed by the Counseling staff of the Center in co-operation with the Department of Student Personnel Services produced the following figures:

1 - ALC Students Graduating from B.C.C.	110	8%
2 - ALC Students Currently Enrolled at B.C.C.	537	37%
3 - ALC Students Transferring or withdrawing from B.C.C.	787	55%
	1,434	100%

It is interesting to note that as of September 1977 almost 40% of these Adult Learning Center students were still enrolled at Bergen Community College. This indicates an increasing interest on the part of the adult students in college involvement and an increasing capability on the part of the Center to aid such adults in preparing for college level studies.

When reviewed in terms of past history and future potential enrollment, the Center clearly has the capability of assisting adults who wish to enroll in college. Further, the Center thought its programs of study and counseling for adult students has the potential of developing a population of adults who otherwise would not have considered college as a realistic possibility.

Given the current level of enrollments and the numbers of adults who have moved through the Center and to college credit programs, over 200 Adult Learning Center students can be expected to enroll in Bergen Community College each year.

5. DESCRIPTION OF THE ADULT LEARNING CENTER PROGRAMS - PRESENT, PROPOSED, AND COMPREHENSIVE COMMUNITY OUTREACH PROGRAMS ("IDEAL")

A. Programs Presently Offered

Brief descriptions of the various programs presently offered by the Adult Learning Center are provided below:

Adult Basic Education (ABE)

This program is designed to develop the students' reading, writing, arithmetic and language usage skills from grade 0 to a level of functional ability that would be expected of one who completed the first eight years of a formal education.

This program also concerns itself with developing a basic understanding of government, social sciences, natural sciences, career information and consumer awareness. Many adults who have not developed reading and language skills at this level are also without the necessary background in these topics.

High School Equivalency (GED)

The study program in this area is aimed at developing the necessary skills at a level of high school completion that will enable students to successfully complete the English language version of the American Council on General Educational Development (GED) Examination. There is a battery of five tests to be completed by the candidate. The examination titles are: Correctness and Effectiveness of Expression, Reading Interpretation of Social Science Materials, Reading Interpretation of Natural Science Materials, Reading Interpretation of Literary Materials and Mathematics.

The Spanish language version of the examination has a sixth test of English competency.

Further, while the adult students are preparing for the state examination at the Center, they are exposed to other information and materials that are considered to be of use to them in the world in which they work and live. It is the goal of the Center's program to equip students with knowledge and abilities that will be of use to them for the rest of their lives.

Flexible GED Test Site Program

The Adult Learning Center is an official State High School Diploma Testing Site, and any adult can sit for the test whenever he feels prepared. Any adult over 18 years of age and out of school for one full year can make application to take the test. The test is given each week and convenient day and evening hours are available. The test is also given on Saturdays.

English As A Second Language (ESL)

This program is concerned with developing functional levels of ability in the English language for students not native to our Language. Many ESL students work simultaneously in other areas. For example, all Spanish GED students are automatically ESL students. The scope of the ESL program ranges from conversational English to sophisticated language skills for students preparing for college.

Life Skills Employability Series

The Employability Skills Series was developed over a three-year period at Teachers College, Columbia University, by the Life Skills Education Project. Its ten units include a variety of carefully designed experiences for learning in small groups and individualized settings. Units make use of a wide range of materials in video, audio, and printed formats. These field-tested materials enable change through role-playing, skill building, video feedback, and simulation exercises. The program assists learners to acquire the knowledge, insight, and actual behaviors that can enable them to take full advantage of training and employment opportunities.

The Career Planning Decision Process Project

The Career Decision Project serves active enrollees of the CETA Program who have been having difficulty deciding what type of career and job to pursue. There are approximately twenty participants at a time for a period of 17 working days.

The purposes of the Career Decision Project are: 1) to help participants to become aware of their own interest, abilities, and potential; 2) to help them develop decision-making abilities; 3) to help them make a Career Decision and develop a strategy to reach that goal.

There are three major activities:

I - Career Experience Laboratory

The lab has 13 stations. Each is actually a worktable stocked with equipment related to the following career areas:

Bench Assembly
Cosmetology
Data Calculation
Drafting
Electrical Wiring
Medical Technology
Metal Working
Photo Lab Technician
Production Machine Operation
Refrigeration, Heating & Air Conditioning
Small Engine Service
Soil Testing
Welding and Soldering

2 - Life Skills Employability Series

Designed to help participants to examine their strengths and weaknesses and develop a vocational plan.

3 - Group Discussions

This is the focal point of the participants' experience. By sharing ideas and goals participants help each other and themselves make career decisions.

Comprehensive Employment Training Act(CETA)

The Adult Learning Center was awarded the CETA educational sub-grant in October 1974 and has been continuing this service to the present. From October 1974 through June 1976, the Adult Learning Center has serviced a total of 1,384 CETA clients who were referred from the CETA Outreach Centers to the Bergen Community College Adult Learning Center for assessment. Of these 1,384 individuals, 542 were enrolled in one or more of the activities available on the campus of Bergen Community College in Paramus, and at the College's Adult Learning Center in Hackensack

Community Counseling Service

The counseling service is available to any Adult Learning Center student and to adults from the Bergen County community. The service is offered to those who wish to talk with a professional counselor and also provides the opportunity for Adult Learning Center students to discuss their personal concerns.

The counselors have resources and information regarding available services in Bergen County which are not offered at the Center and act as an information and referral agent to help clients find the particular kind of service suitable to their needs.

B. Proposed Programs - Plans For The Development Of A Comprehensive Program Of Adult Learning Centers

Presently, Bergen Community College has a seven year history and experience of managing a viable and visable community-based Adult Learning Center as part of the College's Community Service Program.

This seven year history provides Bergen Community College with the "know-how", "image", "reputation", "leadership" and "capability" of managing such community-based programs.

The question before the decision makers is how to take this experience and build upon it in the interest of the mission of Bergen Community College at a time of transition for institutions of higher education.

Higher education accepts adult continuing and community education as part of its responsibility and mission. This can be seen in the State of New Jersey Master Plan for Continuing Education and in other documents of the community for higher education. Bergen Community College has been a leader in this development through its comprehensive college, Community Services Programs and Adult Learning Center. The logical outgrowth of this leadership is to develop it and relate it more closely to the developing mission of the College in the next ten to fifteen years.

There are two major steps which must be considered prior to any effort to refine or implement this plan.

1 - The concept of the Adult Learning Center and its value to the community and the College must be accepted by the total college and a process of coordination with all elements of the College must be implemented.

2 - The Adult Learning Center must be reorganized and restructured so as to make it possible for efficient integration with total college to take place and to remove its total dependency on outside grants.

Once a commitment to the concept of comprehensive community-based Centers has been adopted and conveyed, several initial steps will be required to redirect the efforts of the present Center and begin the process of implementing the long-range plan.

- Secure ownership of the site at 295 Main Street in Hackensack ___ or ___ secure alternative Hackensack based site.

- If 295 Main Street site is secured, a program of renovations will be required to maximize the facility and make possible the includsions of additional activities. (Renovations will be required of any alternative site.)

- A program of reorganization of the financing and operations of the Center will be implemented with the objective of making the Center less dependent on grant projects and more supportive of the College's mission over the next ten years. This reorganization will require the involvement of all aspects of the College.

- The financial reorganization will involve the use of a combination of grant funds, cost reimbursement contracts, service contracts and state support. It is envisioned that this combination of financing will allow for the growth and development of the programs in the plan.

The development of these Centers will be much like the development of programs using Vocational Education Grants and expansion efforts like those funded under Title I of the Higher Education Act of 1965. In addition, funds will continue to be available under the Adult Basic Education Act and other educational funding sources. Further, the

revision of the state support laws allow for the funding of most of the activities planned for the Outreach Centers. Non-credit developmental and remedial and credit courses are, of course, fundable.

OUTLINE OF PLAN

Three Year Objectives

- Complete facility changes to effect the establishment of a Hackensack-based model Community Services Adult Learning Center which has the capacity to house a full spectrum of outreach programs.
- Establish a program of outreach noncredit and credit courses at Center site.
- Establish a Bergen Community College information and Admissions Program at Center site.
- Increase college enrollment level of Adult Learning Center Students and clients by developing on site recruitment and offering courses on site.
- Restructure Adult Learning Center operations to facilitate integration with total college mission.
- Develop a plan to establish the Ramapo Mt. Adult Learning Center as the second comprehensive outreach program to serve the north sector of the county.
- Computerize Adult Learning Center records.
- Establish the Hackensack Center as an outreach campus of educational and supportive services for Bergen County residents.
- Ramapo Mt. Center in full operation.

Five Year Objectives

- Establishment of Garfield and Englewood area Centers bringing into operation four of the five proposed Centers.

- Combined enrollments of 7,500 to 8,500 adults in outreach campus.

- Completion of development of county-wide college preparatory program for adults and youths who wish to enter college but avoid remedial or developmental work. This college preparatory program which can be a noncredit fundable program has the potential to reduce the present burden on the developmental program. The Chancellor of Higher Education has recognized the obligation to provide every high school graduate with an opportunity for postsecondary ecucation and to make available compensatory educational programs which will develop basic skills proficiencies needed for successful college achievement.

- Experimentation with community-based media and other nontraditional programs.

Ten Year Objectives

- All five outreach campuses in full operation with combined enrollments ranging between 10,000 and 13,000 individual students in a variety of programs.

- Mini-Bus Loop connecting five outreach campuses with main campus complex.

- Computer link-up between all Centers.

- Expansion of media and nontraditional learning programs.

Enrollment Potential of Planned Comprehensive Centers

The comprehensive program of Adult Learning Centers as envisioned in this plan will be capable of providing educational programs for large numbers of students many of whom will be interested in taking credit

courses at the College:

- The five Centers will enroll a projected 5,000 adults each year in high school equivalency programs. Using present indicators, 3,000 or more adults will successfully obtain the State diploma and between 250 and 300 will enroll in Bergen Community College.

- The Centers will enroll upwards to 3,000 Adult Basic Education students with a projected 1,000 moving into the high school equivalency program each year.

- The Centers will enroll upwards to 2,000 students in English as a Second Language Program. It can be projected that between 75 and 90 ESL students will be interested in enrolling in Bergen Community College each year.

- It can be projected that once the planned Centers are operative between 500 to 700 adults each year will enroll in Skills Refresher (Remedial) programs in preparation for College enrollment. At least one-half of these adults will take courses at Bergen Community College.

- The Division of Community Services will hold between 25 and 30 noncredit courses each year in the five outreach centers enrolling between 275 and 350 students.

- The Evening Division of the College will be able to schedule a minimum of 15 to 20 credit courses in the outreach centers enrolling another 250 to 300 students.

    - The outreach centers when full operative will be capable of providing educational services to a minimum of 10,000 adults per year.

    - These educational activities have the potential of enrolling over 900 students in college credit courses.

In addition to the direct educational programming that is projected for the Centers, other services of the College will be available including counseling, admissions and informational seminars for the public. One can estimate that between 15,000 and 20,000 residents will receive indirect services annually.

Training Programs

In addition to the classroom activities described above it is projected that three of the five centers (Hackensack, Englewood and Garfield) will include in the programming specific skill development in job related areas. These areas of training will be related to job market needs at specific periods of time.

C. "Ideal" Program - Plans For A Comprehensive Community Outreach Program

The Community Service programs represented by the Adult Learning Center have the potential of being developed into a comprehensive community outreach effort for Bergen Community College.

Such a community outreach effort, when effectively implemented, will ensure the accomplishment of the College's goals and will enhance the image of Bergen Community College as a comprehensive community college. The community-linkage aspect and the community-aspect of such an outreach program will serve to expand Bergen Community College's development and growth within the county.

The comprehensive community outreach program envisioned in this plan combines the already developed Community Service programs of the Adult Learning Center with other noncredit educational programs, nontraditional and media learning programs, outreach credit programs and community-based recruitment and service centers for Bergen Community College students.

The final stages of the comprehensive plan envisions the establishment of five comprehensive community sites strategically located in the County (exclusive of the College in The Meadowlands.) The proposed communities and locations are as follows:

Site	Status	Date	Location
Bergen Community College Hackensack Adult Learning Center	Existing	1970	Central/Urban
Bergen Community College Ramapo Mountain Adult Learning Center	Existing	1977	North/Rural-Suburban
Bergen Community College Englewood Adult Learning Center	Proposed	1982	East/Urban
Bergen Community College Garfield Adult Learning Center	Proposed	1982	West/Urban
Bergen Community College Fairview Adult Learning Center	Proposed	1987	South/Urban

Some limited data bearing upon the sub-populations that might be served by the proposed comprehensive outreach centers are available. This 1970 data includes information regarding the size of the populations of some of the municipalities and of the principal geographical sectors of the County. Some limited data are also available regarding the numbers of non-high school graduates, school enrollments, racial/ethnic make-up, and socioeconomic status.

Though these data will be helpful, no direct inferences can be make, either regarding the specific mix of programs that should be offered or regarding the location and size of the proposed facilities.

These must await in depth feasibility studies, including surveys of the perceived educational needs of the County sub-population. Other factors that will have to be considered will be the availability of funds to build new facilities and/or lease/renovate existing buildings. Improved public transportation will also be an important consideration. Not of minimal consequence will be the nature of the publicity and recruitment efforts mounted to inform and attract students to these Centers.

While certain areas of the County contain larger proportions of blue-collar workers, college educated families, working mothers, the unskilled, and the unemployed as well as sub-populations whose present representation at the main campus is relatively low —— careful decisions are required to a-sure that proposed Centers will not be serving just "pockets" of educational need, but that they will be in a position to serve the full range of the population's educational needs. The existence or planned expansion of existing vocational schools, satellite vocational schools, adult evening schools, proprietary and private educational institutions will also need to be taken into account. The experience gained to date by various agencies in locating their facilities and services can serve as guideposts.

Actually, decisions regarding the size and location of the proposed five Centers need not be wholly restrictive. A number of small facilities, "sub-mini campuses", could also be established in various locations to serve specialized or merging needs. Business, industry, and various agencies can also serve admirably as settings for educational programs and learning.

Comprehensive Centers - Services and Programs

Each comprehensive Adult Learning Center will offer the following services: (subject to final plan)

- Bergen Community College Information Center
- Bergen Community College Admissions Center
- Bergen Community College Counseling Program
- High School Equivalency Instructional Programs
- Bilingual Instructional Programs for Spanish High School Equivalency and English as a Second Language
- Adult Basic Education Programs for adults who function below high school equivalency
- Career Education and Counseling Program
- Community Services Noncredit Courses
- College Credit Courses
- Nontraditional and Media Programs
- Pre-College Orientation Seminars for young students, parents and adults
- On-Site Registration
- Pre-College Remedial Programs
- Special Vocational Training Programs - e.g., clerical and typing skills development, basic bookkeeping, court stenography, industrial skill training, merchandising and sales training, etc.

6. FACILITIES

A. Present Facilities

Presently, the Adult Learning Center offers programs at two (2) rent free sites ____ in the main building in Hackensack, and space provided in a Salvation Army Building (the Ramapo Mountain site). The rent free Ramapo project is new and does not have any facility cost history.

The Center has been able to utilize about 11,000 square feet of a total of the approximately 26,000 square feet existing in the Hackensack building. The rent contribution since 1970 by the Record is valued at about $250,000.

Problems related to overcrowding and lack of space for counseling and class instruction at the Center have become progressively more acute. Several modifications have been made over the years in an effort to produce more usable space. However, there is no longer any available space which can be converted for use on the first floor and space on the second floor is not presently usable. This has resulted in an overcrowded learning laboratory as well as lack of space for expansion of daytime programs, group instruction, expansion of the career laboratory, offices for counselors, storage of faculty's personal possessions, meeting rooms, office equipment, and storage of cleaning equipment. There is no privacy for testing, no central location for counseling information or files, no reception area, and no separate areas for intake and assessment. There is no security for equipment, including videotape recorders.

Over the years the College has made some minor repairs to the Center. No specific records are available, but the average cost is about $1,000 year.

Other repairs have been made using grant funds. These include:

- Roof Repairs ... $ 6,000.00
- Rest Room Repairs ... 3,000.00
- Air Conditioning ... 2,000.00

$11,000.00 Grant Funded Repairs
7,000.00 College Repairs
$18,000.00 Approximate Cost

The average cost of repairs over each of the past seven years has been about $2,500.

Extensive work is required to put the entire building in good condition; a significant part of that work should be accomplished even if the present usage (approximately 11,000 sq.ft.) is not extended. The building is basically sound, although the roof over the partial second floor has deteriorated badly; the building systems (electrical, heating/cooling/ventilating, and plumbing) must be replaced; currently used space requires redecoration and the remaining space requires extensive cleanup/repair/decorating before it can be used.

A rough "budget" estimate of the potential total cost is approximately $650,000 (about one-half the cost of a new building excluding land cost). A more precise estimate can only be made after an architectural/engineering survey has been conducted and specifications established. (If a lower level of "quality" is ultimately specified than is implied by the rough estimate above, the total cost would obviously be reduced;

alternatively, if lesser funding was available the architect could identify items to be deleted from the project in order to stay under the lower budget figure).

The following is a rough breakdown of the work required in order of priority of need:

a - Architectural/engineering survey and report, including preparation of general specifications and cost of estimate breakdowns	$ 5,000
b - New roof and new building systems adequate to serve the existing occupancy (but designed for later expansion to service the entire building)	75,000
c - Minimum decoration of existing occupancy (painting, flooring, etc.)	25,000
d - Refurbish balance of first floor for occupancy (approximately 7,000 sq. ft.) and "modernize" entire first floor (e.g. install drop ceilings, improve lighting, repartition as required, etc.)	245,000
e - Clean/repair/modernize second floor for occupancy (including extension of building services, provision for handicapped,access, etc.)	300,000
	$650,000

The above "budget" estimate indicates that a minimum of approximately $100,000 (items a, b, and c) is required immediately to put the existing occupancy into decent condition; roughly another $250,000 would be required to make the entire first floor usable and relatively "modern", and approximately $300,000 additional would be required to put the second floor in the same condition.

An alternative approach to accepting ownership of this building and investing in the required improvements would be to lease space (if adequate, suitable room could be found in an appropriate location).

It is estimated such space might cost approximately $5.00/sq. ft. or roughly $130,000/year for the 26,000 sq. ft. Note that five years of leasing at this rate would cost $650,000., the amount estimated above for refurbishing. Thus, if the "rental" funds were invested in the work outlined above, at the end of a five year period the Adult Learning Center would have a good facility (in a good location) "rent free". Therefore, an approach that should be considered is revising the Adult Learning Center budget to reflect a fair rental cost and then investing that amount each year in a progressive refurbishing/modernization program.

B. Comprehensive Outreach Center Facilities

In developing the long range plan for the establishment and operation of five (5) comprehensive Bergen Community College Adult Learning Centers the issue of facilities must be addressed.

In projecting the costs these factors must be taken into consideration:

- The possibility that community-based space may be available at low cost as with existing two sites.
- Rental costs may be shared with other agencies.
- Rental rates will vary with location and time.

Comprehensive Adult Learning Centers designed to deliver a variety of services to the public on behalf of Bergen Community College will most likely be funded through a variety of sources. The changing nature of outreach programs make it difficult to project accurately the cost of such centers.

7. SOURCES OF CURRENT AND FUTURE FUNDING - ALTERNATE FUNDING SOURCES

A. Grant Funds

Since it opened in March 1970 through October 1977, the Center has received a total of $2,668,690 from various external sources. For fiscal year 1978, beginning July 1, 1977, the Center has received a total of $505,336. Also, some portion of grant funds awarded during 1976-77 have "spilled-over" through September 1977.

A descriptive summary of these sources of funding by period, amount, source, and purpose can be found in the Appendix of this report.

B. College Funds and Support of Adult Learning Center

The College has demonstrated its commitment to the Adult Learning Center by providing the same resources and services available to other College departments and offices.

The Office of the Dean of Administration provides budgeting and accounting, payroll, purchasing, telephone, printing and duplicating, and data processing services.

The Office of the Administrator of Facilities and Personnel Relations provides services related to health benefits, pensions, and insurance as well as maintaining personnel records. It also provides "building and grounds" related services.

The Office of the Dean of Students provides consultation and counseling services for students and clients. Specific counselors are assigned

to work with the Center staff and at the Center in arranging special registration and admission procedures for Adult Learning Center students and clients. In addition, financial aid information and services are made available to the Center's clients through this office. The Director of Veteran Affairs is also available to the Adult Learning Center students.

The Library and Learning Resources Department has established an Outreach Library at the Adult Learning Center. This collection consists of more than 500 hard bound items and numerous periodicals. This Department also provides materials, audio-visual equipment, films and technological services upon request.

The Division of Community Services' operational budget supports the functions of the Bergen Community College Community Counseling Services. This program was initially funded under grants from Title I of HEA, 1965. In addition to the funds budgeted by the College for this service, the Bergen County Board of Chosen Freeholders contributes annually to its operation.

In 1975-76, 1976-77, and 1977-78, the College has expended or will directly expend approximately $25,000 for salaries as College matching and support for Adult Learning Center grants. This is exclusive of $17,000 per year for a Student Personnel Department Counselor assigned full-time to the Center. It has not been considered necessary to this point in time to establish specific Center accounting lines for the various resources and services (described above) which are supplied the Center.

C. Future Funding of The Center

Short Term Prospects for Next 5-7 Years

A reasonable level of confidence can be expressed concerning the future of grant funds. Since the basic operations of the Center are enabled by legislation and categorical funding, we can expect that these functions can be financed over the next five (5) to seven (7) years through these sources. This funding can be used to stabilize about one-half of the level of the Center's operations.

The problem, however, is level of grants vs rising costs. The State Department of Education has dealt with rising costs by insisting that local programs contribute larger local shares toward the cost of operations.

While the continuance of grant funds for the basic operations of the Center is relatively assured for the near future, there is some question of their ability to cover the growing cost of operations.

Service contracts: About one-half of the Center's operations grow out of "Service Contracts." These contracts purchase services for specific number of students. The largest service contract received at this time (and since 1974) is funded by The Comprehensive Employment and Training Act of 1973 (CETA).

CETA's purchasing of services for their clients will most likely continue for at least the next two (2) years. Because of the nature of CETA, it is difficult to project its future or its future impact on the Center.

The concept of service contracts, however, bears further review. It may be possible to extend the idea to agencies or industries not now represented in the funding of the Center.

State support: With the recent amendment of 18A:64A-22 by Assembly Bill No. 3182, the majority of the programs have become eligible for funding at the rate of $700 per equated full-time student. There is some question, however, regarding the College's ability to collect this support on services funded from other sources. Since this is a relatively new occurrence, details will have to be ironed out as has been with programs developed under Vocational Education Act of 1968 grants and other types of fundings.

If in the final analysis, state support is available for the operation of our expansion of the programs of the Center, then somewhere in the neighborhood of $250,000 and $300,000 may be available each year.

D. Limitations of Grant Funding

Since March 1970, the Bergen Community College Adult Learning Center has existed as a series of component projects funded by various sources and knitted together by a common emphasis on assisting Bergen County adults return to the mainstream of learning.

While each of these projects during each of their funding periods were designed with specific goals and plans for achievement, the Division of Community Services, with a vision toward a comprehensive Adult Center, integrated each project's objectives into an overall programmatic effort.

The goal of building a "full service" Adult Learning Center capable of accepting the adult at whatever level of experience and expectation has been difficult.

The limited aspects of some of the projects and the "this year only" life span for planning and implementation have created a disjointed development of the Center and its programs. Each year seven different funding crises had to be faced and more energy has been expended on survival than long range planning and development.

The programs of the Adult Learning Center and the concept of total service for clients and students have excellent potential for aiding the life-long learning aspirations of Bergen County residents and the objectives and philosophy of Bergen Community College.

To realize its potential and to fulfill its role as a community agent for the College, the Center must be reorganized and restructured. The total dependency on outside funding with its ever changing direction must be terminated. A new operational design using both grant funds and state support committed to the objectives of the College should be established.

The development of such a design is both practical and possible. It is also within the mission of Bergen Community College.

E. Alternative Funding Possibilities

The following alternatives are deserving of further study:

Tuition charges: The programs of the Center can be reorganized in terms of time units so as to develop a tuition base. This tuition base can be used in formulating service contracts and funding formulas.

Incorporation Into Developmental Programs: Many of the services of the Center are parallel to those offered in various college developmental programs. Incorporation into such programs makes these services fundable either as credit or noncredit courses.

Foundation: The Adult Learning Center or Centers may be placed into a foundation and raise money under this type of structure. By establishing a foundation for the Centers, the College can then allow the developers to raise funds via grants, gifts and other fund raising methods including membership from private business and industry.

Accredited Evening High School: The Accredited Evening High School exists under N.J.S.A. 18A:48-1 and is listed in the N.J.A.C. 6:44-7.1. There have been several discussions regarding the development of such a program in Bergen County and the Division of Community Services has been asked to participate in these discussions. Parts of the Center's programs may be fundable under an arrangement with an Accredited Evening High School.

F. Cost of Operating Five Comprehensive Outreach Center Facilities

An approach to projecting the cost of operating a series of centers involves an analysis of the present cost per individual served to which the cost of other factors can be added. This process yields three cost indicators: 1) the current budget; 2) adjusted value of the project; and 3) instructional costs.

Current Budget: In project administration the current budget represents the actual dollars used in the operation. This revenue is essentially the sum of grant revenue. The FY 1978 Current Budget of the existing Adult Learning Center is $600,750.00

Using the figure of 4,000 individuals, who will receive direct service from the Center, the average cost per individual served is approximately $150. However, this $150. figure may be somewhat misleading since it reflects the averaging of widely varying project service costs. For example, the average cost of administering high school equivalency tests to 1,800 adults was $5.70 per individual, and the average cost per client of the approximately 240 Career Planning Project enrollees will be $173.

Adjusted Value of Project: Because of the factors mentioned above, project costs should be based on their total value. This value represents the project budgets, the value of space, the value of all in-kind services including volunteers, and other adjustments which take into account particular aspects of the project. When all these

factors are taken into account the adjusted value of the existing Adult Learning Center is in excess of $800,000.

The difference between this $800,000 and the current budget figure is accounted for by the non-cash value of space ($37,492); Public Service Employees whose salaries are paid by CETA ($53,000) volunteers ($63,500); and a 12% College indirect cost, etc.

The average cost per individual based on the adjusted value is approximately $200.00.

Instructional Cost: In the projects operating at the Center, instructional costs are reported based on funds directly assigned to instructional activities. The figure of $418,000 is used and the student population projector is 3,000. The average cost is approximately $140.00.

Using the highest of the three (3) cost indicators, Adjusted Value Average Cost, the project cost of serving 10,000 individuals would be $2,000,000.

This figure will, of course, change depending upon the number of credit and noncredit courses offered at each site.

8. SUMMARY

This will be found in the front of this report.

Appendix A

Adult Learning Center Programs

Sources of Funding - 3/1/70 - 9/30/78

Since its opening in 1970, the Adult Learning Center has supported its operations through a series of grants and other forms of funding. The funding history of the Center's operations is as follows:

Period	Amount	Source	Purpose
3/1/70 to 2/28/71	$63,648.00	New Jersey State Department of Education Office of High School Equivalency	Adult Learning Center
10/30/70 to 8/31/71	$28,863.00	New Jersey State Department of Community Affairs, Title I, HEA, 1965	Community Counseling Service
3/1/71 to 6/30/71	$19,752.00	New Jersey State Department of Community Affairs, Neighborhood Education Center Program	Adult Learning Center
1/1/71 to 12/31/72	$ 2,320.00	New Jersey State Law Enforcement Planning Agency (SLEPA)	Spanish For Policemen
1/1/71 to 12/31/72	$ 8,218.00	New Jersey State Law Enforcement Planning Agency (SLEPA)	High School Equivalency for Policemen
3/1/71 to 6130/71	$23,636.00	New Jersey State Department of Education Office of High School Equivalency	Adult Learning Center
10/31/70 to 6/30/71	$ 5,000.00	Bergen County Board of Chosen Freeholders	Supplement For Counseling Service
7/1/71 to 6/30/72	$50,000.00	New Jersey Department of Community Affairs, Title I, HEA, 1965	Community Counseling Service

Period	Amount	Source	Purpose
7/1/71 to 6/30/72	$37,813.00	N.J. Dept. Education Sub-contracted - Ridgefield Park Board of Education	Adult Learning Center
7/1/71 to 6/30/72	$37,814.00	NJ Dept of Education Sub-contracted - Ridgefield Board of Education	Adult Learning Center
7/1/71 to 6/30/72	$21,770.00	NJ Dept of Education Sub-contracted - Northern Valley Regional High School Board of Ed.	Adult Learning Center
7/1/71 to 6/30/72	$ 5,000.00	Bergen County Board of Chosen Freeholders	Community Counselor ALC
7/1/72 to 6/30/73	$32,086.00	NJ Dept of Education Sub-contracted - River Vale Board of Ed	Adult Learning Center
7/1/72 to 6/30/73	$39,314.00	NJ Dept of Education Sub-contracted - Ridgefield Park Board of Ed	Adult Learning Center
7/1/72 to 6/30/73	$21,770.00	NJ Dept of Education Sub-contracted - Northern Valley Regional High School Board of Ed	Adult Learning Center
7/1/72 to 6/30/73	$20,364.00	NJ Dept of Education Spanish High School Equivalency and Flexible Testing Program	Adult Learning Center
7/1/72 to 6/30/73	$49,000.00	NJ Dept of Education Neighborhood Education Centers	Adult Learning Center

Period	Amount	Source	Purpose
11/1/72 to 10/31/73	$40,000.00	New Jersey Dept of Community Affairs, Title 1, Higher Education Act of 1965	Community Counselor Service
7/1/73 to 6/30/74	$129,454.00	NJ State Dept of Ed, Office of High School Equivalency	Adult Learning Center
7/1/73 to 6/30/74	$57,071.00	NJ Dept of Community Affairs, Neighborhood Education Centers	Adult Learning Center
7/1/73 to 6/30/74	$ 8,331.00	NJ Dept of Education, Office of High School Equivalency	Flexible GED Testing Program
10/15/73 to 6/30/74	$47,736.00	NJ State Dept of Educ, Bureau of Adult, Continuing and Community Education	Work Incentive Program
7/1/74 to 6/30/75	$56,877.00	NJ State Dept of Community Affairs	Neighborhood Education Centers
9/1/74 to 9/1/75	$50,000.00	NJ State Dept of High Education, Title 1	Pre-College Bilingual Preparation Program
7/1/74 to 6/30/75	$ 7,061.00	NJ State Dept of Educ., Office of Adult Education	Flexible Testing Site
7/1/74 to 6/30/75	$24,140.00	NJ State Dept of Educ., Office of Adult Education	Spanish High School Equivalency
7/1/74 to 6/30/75	$123,970.00	NJ State Dept of Educ., Office of Adult Education	Adult Learning Center

Period	Amount	Source	Purpose
7/1/74 to 6/30/75	$ 7,209.00	NJ State Dept of Labor	Work Incentive Program (WIN)
7/1/74 to 6/30/75	$ 5,000.00	Bergen County Board of Chosen Freeholders	Community Counseling Service
7/1/74 to 6/30/75	$30,000.00	NJ State Dept of Educ., Title I	Community Counseling Service
9/1/75 to 6/30/76	$130,066.00	Bureau of Adult Continuing Education, NJ State Dept of Education	High School Equivalency (English)
9/1/75 to 6/30/76	$32,676.00	Bureau of Adult Continuing Education, NJ State Dept of Education	High School Equivalency (Spanish)
9/75 to 6/30/76	$10,495.00	Bureau of Adult Continuing Education, NJ State Dept of Education	GED Flexible Testing
9/1/75 to 6/30/76	$14.442.00	Bureau of Adult Continuing Education, NJ State Dept of Education	Adult Basic Education
9/1/75 to 6/30/76	$12,000.00	Bureau of Adult Continuing Education, NJ State Dept of Education	Life Skills Education
9/1/75 to 8/30/76	$62,308.00	NJ State Dept of Higher Education, Title I	Project Transition
9/16/74 to 9/30/76	$339,228.00	Bergen County Community Action and Employment Training Program	Division of Community Services CETA Educational Project

Period	Amount	Source	Purpose
7/1/76 to 6/30/77	$169,000.00	New Jersey State Dept of Education	High School Equivalency (English)
7/1/76 to 6/30/77	$ 30,000.00	New Jersey State Dept of Education	High School Equivalency (Spanish)
7/1/76 to 6/30/77	$ 25,850.00	Federal Funds Matched by State and Local Administered by New Jersey State Department of Education	Adult Basic Education/ Life
7/1/76 to 6/30/77	$ 10,800.00	State Funds, Administered by State Department of Education	Flexible Testing Center
7/1/76 to 9/30/77	$13,612.00	Federal - State Department of Labor and Industry	WIN Educational Services
10/1/76 to 9/30/77	$209,660.00	Bergen County Community Action Employment and Training Program	CETA Educational Project
10/1/76 to 9/30/77	$ 50,000.00	Bergen County Community Action Employment and Training Program	Career Planning Decision Process Project
7/1/77 to 6/30/78	$235,000.00	State of NJ Dept of Educ., Bureau of Adult Continuing Community Education	Adult Learning Center Operation
7/1/77 to 6/30/78	$ 10,296.00	State of NJ Dept of Educ., Bureau of Adult Continuing Community Education	Flexible Testing Sites
10/1/77 to 9/30/78	$260,040.00	Bergen County CAP	Adult Learning Center Operation

Appendix B

Advisory Council Members of

Bergen Community College Adult Learning Center

Ms. Lee Porter, Chairperson
Executive Director, Fair Housing Council of Bergen County, Hackensack

Mr. Joseph Capuzzo, Member
Director of Special Services, Westwood Regional Schools, Westwood

Ms. Patricia Pearson, Member
Casework Supervisor, Division of Youth and Family Services, Hackensack

Ms. Mary Milza, Member - Secretary
Bergen Community College Student

Mr. Harold Greenberg, Member
Manager, New Jersey Division of Employment Services, Englewood

Mr. Walter C. Hecht, Member
Director, Adult Learning Center

Dr. Robert S. Ostermann, Member
Psychologist, Paramus

Ms. Angelene Allen, Member
Head Counselor, Bergen Community College Community Counseling Service

Ms. Sophia Stillerman, Member
Media Utilization Advisor, Bergen Community College

Mr. Charles T. Morgan, Member
Assistant to Dean of Community Service, Bergen Community College

Ms. Mae Rimmer, Member

Mr. Eugene Marshall, Member - Vice Chairperson
Program Director, Urban League for Bergen County

Mr. John Georgiades, Member
Foreign Student Advisor, Bergen Community College

Lois E. Marshall, Ex-officio Member
Dean of Community Service, Bergen Community College

Helen Haber, Member

Appendix C

Bergen Community College Adult Learning Center

Linkage With Other Educational And Training Institutions

The Bergen Community College Adult Learning Center, through the Office of the Dean of Community Services has developed productive working relationships with area educational and training programs. The following is a listing of some of the institutions the Center has or is presently working with:

	Program	Linkage
1.	Bergen County Health and Welfare Council	Member
2.	Bergen Community College New Careers	Educational Supportive Service and Work Site
3.	Bergen County WIN Joint Appraisal Team	Temporary Location
4.	Bergen County WIN Program	Educational Services and Work Training Site
5.	Bergen Community College Veterans Counselor	Outreach Site
6.	Boonton Adult Education Program	Teacher Training
7.	Catalyst, New York	Affiliation
8.	Columbia University Teacher's College	(1) P.I.C. Center 309 Project Idea, Teacher in Training Field Work Site
9.	Fairleigh Dickinson University	a) Field Experience for Credit b) M.A.T. Practum site for ESL c) Teacher in Training Field Work Site
10.	Green Thumb Program	Work Site
11.	Hackensack Adult Basic Education	Interagency Referral and Advisory Council
12.	High School Equivalency Task Force of the New Jersey Performance Evaluation Project	Task Force Members
13.	CETA Bergen County CETA	Interagency referral Educational Supportive Service and Work Site

14.	Fair Lawn Community Adult School	Field Testing of 309 Project
15.	Montclair State College	a) CLEP Advocate Outreach b) Field Experience Volunteer Training and Placement
16.	National Advisory Council on Extension and Continuing Education, Washington, D.C.	Community Counseling Service selected for national evaluation project
17.	Neighborhood Youth Corps	Educational Training and Work Experience
18.	New Jersey Rehabilitation Commission	Educational Service
19.	Operation Mainstream	Educational Training for Enrollees: and Work Site
20.	Social Security Administration	Educational Services
21.	State Spanish Pre-GED Task Force	Task Force Members
22.	Teaneck High School	Field Experience Site
23.	Thomas A. Edison College	a) Outreach Site b) Test Site
24.	Triple E Program Paramus High School	Field Experience Site
25.	Urban League of Bergen County	Outreach Site
26.	U.S. Army Reserves	Community Involvement Site
27.	Veterans Administration	Educational Services
28.	Veterans Educational Corp	Outreach Site
29.	Veterans Bureau of Bergen County	Volunteer Training and Placement Site
30.	Wells College, N.Y.	Field Experience
31.	William Paterson College	Research Site
32.	Morehead State University Morehead, Kentucky	Research Site

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